



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** EEO-06-057 (EH) (MPP)

**JOB TITLE:** Staff Assistant (OA), GS-303-7

**AREA OF CONSIDERATION:** Government-Wide

**Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions after 3 years of continuous active service may apply.**

**OPENING DATE:** 04/12/06

**CLOSING DATE:** 04/26/06 (Applications must be received by 5:00 pm EDT)

**PROMOTION POTENTIAL:** GS-08

**STARTING SALARY:** GS-07, \$36,671 pa

**THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.**

**Staff Assistant (OA), GS-303-7, (one position), Court Services & Offender Supervision Agency (CSOSA), Office of the Director, Office of Equal Employment Opportunity, Diversity and Special Programs, Washington, DC.**

**DUTIES:** The incumbent provides assistance to the staff of the Office of Equal Employment Opportunity, Diversity and Special Programs and Alternate Dispute Resolution (ADR) programs and activities. Establishes internal office procedures to respond to a variety of administrative requirements including correspondence, time keeping, procurement, budgeting, personnel management, facilities and security. Researches, initiates and prepares procurement request. Provides technical and administrative support to EEO Specialist in processing complaints, and in developing affirmative employment programs reports. Provides technical information about the EEO and ADR processes, and assists individuals in filing EEO claims. Makes all necessary arrangements for staff travel. Maintains EEO complaints records, reviews complaint documents for accuracy and completeness, monitors and enters EEO complaints data in the electronic case tracking system. Assists the ADR Program Manager in coordinating, evaluating and promoting the use of conflict prevention and resolution tools. Maintains office files of correspondence, directives, regulations and other information. Answers telephone calls, and greets and directs visitors.

**QUALIFICATIONS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience in or directly related to the position to be filled, and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **Specialized experience at the GS-7 level** is experience maintaining records and reviewing EEO claims. Making travel arrangements for staff members. Providing technical information about the EEO and ADR processes. Answering telephones, greeting and directing visitors to an office. Monitoring EEO complaints through an electronic tracking system.

**Applicants must be a qualified typist with a typing speed of 40 or more words per minute. You must provide certification of typing speed when you submit your application. This certification may be in the form of a signed and dated document stating your typing ability.**

Status candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement. Time-in-grade restrictions apply for current Federal employees.

**EVALUATION METHODS:** Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualifications requirement, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST, ON A SEPARATE SHEET OF PAPER, ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of standard administrative, clerical and office procedures in order to provide support to an office.
2. Ability to communicate orally to explain regulations, procedures and concepts to persons within and outside the agency
3. Skill in using a personal computer and software such as word, excel etc.
4. Skill in obtaining data or other information for use in reports and providing information.
5. Skill in making travel arrangements

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SEPARATE SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities, relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

**Status Applicants** (those having career or career conditional appointments), if you wish to be considered under competitive (non-status) procedures, please submit another application under vacancy announcement EEO-06-056 (EH) (DEU)

**Status applicants** must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

**Veterans** must submit their DD-214 as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Applications and all required documents must be received by 5:00 pm EDT on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or **TTY (202) 220-5474**. Applications must be **received** by 5:00 p.m. EDT on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

## **OTHER INFORMATION:**

**Agency Background Information:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

***CSOSA is an Equal Opportunity Employer.***